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17 FEB 1964  
DEPT. OF STATE  
FILE Personnel

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Equal Employment and Advancement Opportunities for Women

1. This memorandum transmits for your approval and signature a report of our plans and progress in offering equal employment and advancement opportunities for women. This report was requested in an undated letter from the Chairman, Interdepartmental Committee on the Status of Women with a due date of 26 February 1964.

2. In part 1 of the report, we have indicated that a woman "member-at-large" is to be appointed to the Personnel Advisory Board. The four Deputy Directors have been asked to give us their nominations for this appointment by 25 February. We shall also consider in the near future the desirability of including a senior woman on the Training Selection Board and on the Career Service Boards of at least the larger Career Services.

3. Part 1 of the report also indicates that efforts will be made to include women in our Mid-Career Training Program. There were no women in either of the two classes which have been held but four women have been identified for future classes (two in the Science and Technology Directorate and two in the Support Directorate), and we expect others to be identified during the year.

4. Part 2 of the report refers to statistical comparisons of the employment of women in GS-12 and above. More complete data are provided below:

a. In 1953, [ ] of women employees in the Agency who held GS-grades were in GS-12 and above. None was higher than GS-14. In 1963, [ ] of our women employees were in GS-12 and above; 10 of these were in GS-15.

b. A survey of women in "white collar" occupations in the Federal service as of 31 October 1961, showed that 1.3% of the women in GS-grades were in GS-12 or higher grades. (24 of a total of 430,500 GS-women were in the supergrades.) As of 30 June 1961, [ ] of the GS-graded women in the Agency were in GS-12 or higher grades.

5. Part 3 of the report explains that the statistical data requested by the Committee cannot be supplied for security reasons.

6. It is suggested that you sign the transmittal letter forwarding this report to the Chairman of the Interdepartmental Committee on the Status of Women.

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- 0 & 1 - Addressee
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/s/ Emmett D. Echols  
Emmett D. Echols  
Director of Personnel

ASD: [ ] (17 February 1964)